

24 December 1981

MEMORANDUM FOR: Deputy Director for Applications  
Deputy Director for Processing  
Chief, Special Projects Staff  
Chief, Administrative Staff  
Chief, Policy and Plans Group

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FROM:   
Chief, Program & Budget Group, MS

REFERENCE: My memo, same subject, dtd. 2 December 1981

1. Please provide a covering memorandum for your new initiatives and major enhancements which are due 4 January 1982. Describe the shortfalls in continuing your program at the 1983 level. These shortfalls should be listed in priority sequence with the most critical listed first.

2. We have been advised our 1984 Base funding will be our 1983 Base level, plus inflation, plus one percent, plus any 1983 new initiatives entering the Base. As a rule, new or ongoing initiatives will enter the Base one year after they have reached full operational capability and are down to O&M costs.

3. In describing your shortfalls, please distinguish between shortfalls in the ability to maintain the 1983 capability in 1984 and shortfalls in providing enhanced or increased capability in 1984.

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cc: C/MS